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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 December 1978

**PERSONNEL SELECTION AND CLASSIFICATION
ARMY OCCUPATIONAL SURVEY PROGRAM (AOSP)**

Effective 15 January 1979

This change designates the Commander, MILPERCEN as the controlling and approving agency for field sponsored and non-Army occupational surveys, transferring this responsibility from AR 600-46 (Surveys). It prohibits commands, agencies, private individuals, or organizations from conducting occupational surveys which are not within established guidelines. It sets policies and standards for evaluating requests for surveys and establishes procedures for obtaining approval to conduct occupational surveys among Army personnel.

Users of this regulation will not implement interim changes unless the change document has been authenticated by The Adjutant General. (Interim changes expire 1 year after publication date.) If a formal printed change is not received by the time the interim change expires, users will destroy the interim change.

AR 611-3, 7 November 1977, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

*Posted
12-21-78*

~~Remove pages~~

Insert pages

.....
..... 4-1 through 4-6

3. File this sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSP-S), 200 Stovall Street, Alexandria, VA 22332.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
*General, United States Army
Chief of Staff*

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The Adjutant General*

DISTRIBUTION:

To be distributed in accordance with one copy to each DA Form 12-9A account having requirements for AR, Personnel Selection and Classification.

Active Army: A

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1 December 1978

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ARMY REGULATION }
No. 611-3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 7 November 1977

PERSONNEL SELECTION AND CLASSIFICATION
ARMY OCCUPATIONAL SURVEY PROGRAM (AOSP)

Effective 1 January 1978

This revision changes the name of the Military Occupational Data Bank (MODB) to the Army Occupational Survey Program (AOSP) and changes questionnaire administration procedures due to separate Questionnaire Booklets, a new standardized Answer Booklet used for all MOS surveys, and the modification of questionnaire format to include a new Job Satisfaction Section. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-MSP), 200 Stovall Street, Alexandria, VA 22332; other commands will furnish one copy to the next higher headquarters.

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*This regulation supersedes AR 611-3, 4 September 1974, including all changes.

CHAPTER 1 GENERAL

1-1. Purpose. *a.* This regulation contains policy guidance, administrative procedures, and responsibilities for operation of the Army Occupational Survey Program (AOSP), RCS MILPC-4.

b. Data collection and AOSP reports for warrant and commissioned officers will be published in forthcoming chapters 4 and 5 respectively.

1-2. Scope. *a.* This regulation applies to Army Staff agencies and Army commands responsible for—

- (1) Developing occupational structures.
- (2) Managing personnel resources.
- (3) Training or development of personnel.
- (4) Determining qualitative personnel requirements for new equipment.
- (5) Developing organization and doctrine.

b. For data collection, this regulation applies to Army Staff agencies and Army commands through company level.

c. Data will not be collected from Army National Guard or United States Army Reserve units.

3. Explanation of terms. *a. AOSP project officer.* The designated Army Staff agency for Army command person, appointed on orders, who is responsible for performing duties associated with the AOSP.

b. Questionnaire administrator. A member of the US Army or a DA civilian familiar with the AOSP who administers AOSP questionnaires to MOS incumbents. Questionnaire administrators may be AOSP project officers.

c. AOSP user. An Army Staff element, Army command, or other agency, that has a need for occupational information from the AOSP.

d. MOS incumbent. A member of the US Army who is assigned to and performing duty in a particular MOS and duty position.

e. Military occupational specialty (MOS). A grouping of positions which are so closely related that an individual qualified in one can, with adequate on-the-job training, perform in any of the others that are of the same level of complexity or difficulty.

f. Military occupational specialty code (MOSC).

(1) *Enlisted.* The five-character code used to identify MOS, skill level, and special qualifications. The first three characters identify the MOS,

the fourth character identifies the skill level, and the fifth character identifies special qualifications. (See AR 611-201 for detailed explanation.)

(2) *Warrant officer.* The warrant officer MOS code consists of four characters and an SQI character. The first four characters identify the MOS and the fifth character identifies special qualifications. (See AR 611-112 for detailed explanation.)

(3) *Commissioned officer.* The commissioned officer specialty skill identifier consists of three characters. The first two characters identify a grouping of duty positions having skill and job requirements which are mutually supporting and the third character identifies the specific skill requirements within a given specialty. (See AR 611-101 for detailed explanation.)

g. By-name listing. A listing of personnel assigned to a particular command who have the duty MOS or specialty being surveyed. The by-name listing is based on an extract from either the Officer or the Enlisted Master File. Such a listing is provided with selected shipments of questionnaires to assist the command in identifying MOS incumbents.

h. Item statement. A statement of a task performed, equipment operated and/or maintained, special requirements needed, or job satisfaction considerations.

i. Questionnaire booklet. A collection of item statements pertaining to all duty positions within a specific MOS, and instructions for completing the answer booklet.

j. DA Form 4666 (Army Occupational Survey Program) Answer booklet. A standardized document of item answer areas for recording responses to item statements in questionnaire booklets; background information, and handwritten comments.

k. Data sheet. A worksheet (DA Form 4308—AOSP Questionnaire Data Sheet) containing background questions pertaining to an MOS incumbent. This worksheet is filled in at the unit personnel office prior to administration of the questionnaires. The data sheet is used by the incumbent to transfer information to the answer booklet. DA Form 4308 and DA Form 4666 will

be stocked by MILPERCEN and distributed to users in the appropriate quantities.

1-4. **AOSP.** *a.* The AOSP is a system of collection and computer-assisted processing, storage, retrieval, and analysis of detailed military occupational information for almost every specialty. This occupational information is collected by a system of questionnaire and answer booklets completed by MOS incumbents throughout the world. The AOSP is a management instrument designed to provide findings and conclusions to support MOS development, job evaluation, and determination of training requirements. The AOSP helps to determine qualitative personnel requirements, force structure requirements, doctrine, materiel, and effective assignment and use of personnel.

b. The AOSP encompasses the following areas:

(1) *User requirements.* The occupational information required to satisfy user needs. Requirements are satisfied by the design of questionnaires and reports.

(2) *Questionnaire development.* Item statements for questionnaire booklets are developed by US Army Military Personnel Center (MILPERCEN). When available, listings prepared by the Army service school or proponent agency for the MOS to be surveyed are used. Item statements are coordinated with interested agencies and activities and reviewed by highly qualified MOS incumbents. The questionnaire development process is repeated each time an MOS is resurveyed.

(3) *Data Collection.* Questionnaire and answer booklets are distributed worldwide by MILPERCEN. Each participating Army command or activity receives these instruments for an MOS based on the ratio of the command or activity's strength in that MOS to the total Army strength in that MOS. Questionnaire and answer booklets are forwarded to subordinate elements of the command where answer booklets are completed by incumbents. Completed answer booklets are reviewed by the command or activity AOSP Project Officer and returned to MILPERCEN.

(4) *Data reduction.* Returned booklets are screened for quality and accountability. Data from completed answer booklets are then transferred to magnetic tape by an optical scanner.

(5) *AOSP reports.* A variety of AOSP reports are available to users upon request as described in chapter 3. AOSP reports are distributed to major users as they are produced.

(6) *Data analysis.* Selected survey results are analyzed by MILPERCEN. Analytic efforts are concentrated in those areas which indicate a need for MOS restructuring, or have significant training and personnel implications. Reports which summarize findings are prepared. The results of analytic efforts are presented to interested agencies in writing and/or by staff visits and briefings. Conclusions and recommendations for action are developed from the results of staff coordination as appropriate. Data for those MOS which are not analyzed in detail are provided to users with guidance for performing local analyses.

1-5. **Responsibilities.** *a.* DA Staff agencies and major Army commands are responsible for—

(1) Coordinating item statements for questionnaire development.

(2) Assisting the data collection effort.

(3) Using AOSP data and implementing findings and conclusions when appropriate.

b. Commanding Generals, US Army Training and Doctrine Command (TRADOC) and US Army Health Services Command (USAHSC) are responsible for submission of questionnaire item statements, RCS MILPC-4, Part I, to HQD (DAPC-NSP), 200 Stovall Street, Alexandria VA 22332 to supplement item statements developed by MILPERCEN.

c. MILPERCEN is designated the Monitoring Agency for the AOSP within its functional area of responsibility. Detailed responsibilities for monitoring agencies are listed in AR 18-1.

d. The Personnel Management Systems Directorate (PMSD), MILPERCEN, is responsible for—

(1) Designing, coordinating, and maintaining the AOSP.

(2) Developing and coordinating questionnaire item statements with Army Staff agencies, TRADOC, USAHSC, and other Army commands.

(3) Developing, printing, and distributing questionnaire booklets and answer booklets.

(4) Monitoring the data collection effort.

(5) Collecting and precomputer processing of completed answer booklets.

(6) Selecting and designing AOSP report formats.

(7) Processing data through the DOD-sponsored Comprehensive Occupational Data Analysis Programs (CODAP).

- (8) Conducting analysis of AOSP reports.
- (9) Furnishing AOSP reports and AOSP findings to users and providing comments, recommendations, and data analyses when applicable.
- (10) Providing guidance and assistance on the AOSP and use of data to Army Staff agencies, Army commands, and other Army elements upon request.
- (11) Providing Army representation and support to interservice programs and activities concerning occupational analysis.

e. The Personnel Information Systems Directorate (PERSINS-D), MILPERCEN, is responsible for operating and maintaining the automatic data processing support for the AOSP.

f. Data collection agencies are responsible for the receipt, distribution, and accountability of AOSP questionnaires and answer booklets, and the completion and return of AOSP answer booklets (RCS MILPC-4, Part II). Collection agencies are identified and their responsibilities listed in chapter 2.

CHAPTER 2

DATA COLLECTION FOR ENLISTED MOS

2-1. Objectives. The objectives of data collection are to obtain and keep current occupational information for the AOSP Data Collection, RCS MILPC-4, Part II.

2-2. Restrictions. The following restrictions on AOSP field data collection are in effect:

a. Collection of data from USAOC personnel stationed outside of CONUS is a responsibility of the host command. USACC commanders outside of CONUS will cooperate with the AOSP field data collection effort.

b. United States Army Intelligence and Security Command (USAINSCOM) personnel will participate in the AOSP field data collection effort only for unclassified MOS. The Commanding General, USAINSCOM, has the responsibility for conducting job analysis of classified positions and furnishing this information to MILPERCEN on request.

2-3. Questionnaire and answer booklets. *a.* Questionnaire and answer booklets for enlisted MOS consist of—

- (1) Task Section.
- (2) Background Information Section.
- (3) Equipment Section.
- (4) Special Requirements Section.
- (5) Job Satisfaction Section.
- (6) Personal Comment Section.

b. The Army commands and elements listed below are designated as occupational data collection agencies for the AOSP system. Subelements of these activities may receive direct shipments of AOSP questionnaire and answer booklets if MOS populations warrant separate mailing.

- (1) US Army elements of Defense and Joint agencies, activities, and commands.
- (2) Headquarters, Department of the Army staff:
 - (3) US Army Military Personnel Center.
 - (4) US Army, Europe and Seventh Army.
 - (5) Eighth US Army.
 - (6) US Army, Japan.
 - (7) US Army Forces Readiness Command.
 - (8) US Army Support Command, Hawaii.
 - (9) US Army Training and Doctrine Command (TRADOC).

(10) US Army Forces Command (FORSCOM).

(11) US Army Development and Readiness Command.

(12) US Army Intelligence and Security Command.

(13) US Army Communications Command.

(14) Military Traffic Management Command.

(15) US Army Military District of Washington.

(16) US Army Criminal Investigation Command.

(17) US Army Health Services Command.

(18) US Army Recruiting Command.

(19) US Army Ballistic Missile Defense Systems Command.

(20) US Army Club Management Agency.

(21) US Disciplinary Barracks.

2-4. Responsibilities. *a. Collection agencies will—*

(1) Maintain accountability of questionnaire booklets received from and answer booklets returned to MILPERCEN.

(2) Return completed answer booklets to HQDA (DAPC-MSP), 200 Stovall Street, Alexandria, VA 22332.

(3) Allocate questionnaire and answer booklets to subordinate commands or elements.

(4) Transmit questionnaire and answer booklets to subordinate commands as expeditiously as possible.

(5) Establish and maintain a system of project officers for the AOSP. Commanders at any level may appoint project officers to accomplish data collection. Personnel Survey Control Officers (see AR 600-46) may be appointed as AOSP Project Officers. A project officer must be someone controlling or managing personnel records and/or assignments. Test Control Officers (TCO) are not normally in a position to perform AOSP Project Officer duties; however, they may be appointed as AOSP questionnaire administrators. Project officers will be appointed through battalion level and through organizations and installations comparable in size to battalions. Collection agencies receiving questionnaire and answer booklets directly from MILPERCEN will provide the name, a

copy of the appointing orders, complete address, and telephone number of the AOSP Project Officer to HQDA (DAPC-MSP), 200 Stovall Street, Alexandria, VA 22332.

(6) Submit acknowledgment of shipment receipt reports and return status reports to HQDA (DAPC-MSP), 200 Stovall Street, Alexandria, VA 22332.

(a) The acknowledgment of shipment receipt report will be sent within 5 days of receipt of complete shipment and will include acknowledgment of contents or identification of shortages.

(b) A DA Form 200 (Transmittal Record) will be used as a return status report accompanying each shipment of completed answer booklets. Instructions for use of the form are included in DA Pam 611-3.

(7) Collect data for AOSP special surveys when required.

b. Subordinate commands will—

(1) Maintain a system of AOSP project officers at appropriate levels of command.

(2) Maintain accountability of questionnaire booklets received and completed answer booklets returned to the AOSP project officer or to MILPERCEN.

(3) Allocate questionnaire and answer booklets and data sheets to subordinate commands. Questionnaire and answer booklets will be distributed to MOS incumbents at the administration site only.

(4) Select qualified incumbents to complete answer booklets.

(5) Direct that personnel record unit complete data sheets for MOS incumbents.

(6) Administer questionnaire booklets as expeditiously as possible.

(7) Return completed answer booklets to the AOSP project officer or to MILPERCEN, as appropriate.

c. Units will—

(1) Assist in selecting qualified incumbents to complete answer booklets.

(2) Ensure that data sheets are accurately completed for incumbents.

(3) Ensure that incumbents report to the questionnaire administration site, with the completed data sheet, as specified by the AOSP project officer.

2-5. Administrative Procedures. *a.* Questionnaire booklets, answer booklets, and data sheets will

be distributed to collection agencies. Letters will precede each shipment and will include—

(1) A list of the MOS to be included in the shipment.

(2) Quantities of answer booklets to be completed for each MOS.

(3) An authorized TOE duty position list for each MOS in the shipment.

(4) A by-name listing of individuals in the command who have the duty MOS being surveyed (when appropriate).

(5) An acknowledgment of shipment receipt form.

b. Priority for distribution of questionnaire and answer booklets to incumbents in TOE or TDA positions that—

(1) Have all skill levels authorized for the MOS.

(2) Have all grades authorized for the MOS and skill level.

(3) Occur in as many types of TOE and TDA as possible in which the MOS is authorized.

(4) Occur in units located in as many different countries or geographic areas as possible.

c. The following time requirements are in effect for administration:

(1) Collection agencies are authorized, a maximum of 30 days (CONUS) or 60 days (OCONUS) for administration. Completed answer booklets should be returned to MILPERCEN as soon as possible.

(2) When additional time is required to complete answer booklets, AOSP project officers will either call or submit written requests for extension to HQDA (DAPC-MSP) 200 Stovall Street, Alexandria, VA 22332, stating the reason for the time extension.

d. Utmost care must be exercised while handling and preparing answer booklets for shipment.

e. AOSP does not survey classified MOS; however, an answer booklet may become classified by inclusion of classified data. Such answer booklets will be safeguarded in accordance with provisions of DOD 5200.1-R and AR 380-5.

f. Instructions for questionnaire administrators are in DA Pamphlet 611-3. The administrator is required to sign the cover page of each answer booklet and print his/her name, grade organization, and date of administration. This procedure provides assurance that answer booklets are properly checked in the presence of the incumbent

and that corrections have been made as required. Although the incumbent enters his/her name and telephone number on the answer booklet cover page, once he/she has departed the administration site, corrections are difficult to make. Corrections are limited to those listed in DA Pamphlet 611-3. No attempt will be made to influence or change responses to questionnaire items or entries in the Personal Comment Section.

g. Project officers will make every effort to locate MOS incumbents to complete answer booklets for all questionnaire booklets. Rather than accept a low completion rate, additional time to administer questionnaire booklets should be requested.

h. If all reasonable attempts to locate qualified MOS incumbents have been made, project officers will contact the AOSP project officer at the next higher level of command and request disposition instructions for unused questionnaire booklets.

i. Upon notification of existence of unused questionnaire booklets at a lower level, project officers will redistribute questionnaire booklets within their command or agency to achieve maximum completion. If, after redistribution, there are still unused questionnaire booklets, the next higher level will be notified and the redistribution process repeated.

j. Questionnaire booklets will not be returned to MILPERCEN. Questionnaire booklets for a given MOS may be disposed of or given to the incumbent

when answer booklets have been completed for all questionnaire booklets in that MOS. If answer booklets are not completed for each questionnaire booklet, the command or activity AOSP project officer will report either telephonically or in writing the number of unused questionnaire booklets, by MOS, to HQDA (DAPC-MSP) 200 Stovall Street, Alexandria, VA 22332, and will request disposition instructions. If data from the Enlisted Master File indicate sufficient incumbents exist in a command to complete additional answer booklets, the command will be instructed to make additional attempts to administer the questionnaire booklets. In no instance should an individual complete more than one answer booklet for his/her MOS.

2-6. **MOS incumbents selection.** a. The selection of qualified MOS incumbents is the responsibility of the AOSP project officer at the level of command closest to the incumbent.

b. As minimum criteria for selection, the following conditions must be met:

(1) The incumbent's three-character *duty* MOS must match the three-character MOS printed on the questionnaire booklet to be administered. The incumbent should be working in that *duty* MOS, since information is desired about what the soldier does, not what he/she should do.

(2) It is desirable that the incumbent be working in his/her current duty position for a minimum of 3 months within the same country or geographical area.

CHAPTER 3

AOSP REPORTS FOR ENLISTED MOS

3-1. Objectives. The objectives of the AOSP reports are to—

a. Summarize survey results by enlisted three-character MOS and EPMS skill level on such items as tasks performed, equipment operated and maintained, special requirements needed, and job satisfaction considerations.

b. Produce a variety of standard and special reports consistent with user needs.

3-2. Standard reports. AOSP standard reports contain summary data for all item statements in a questionnaire booklet derived from the responses of a randomly selected sample of an MOS population. Standard reports are distributed to principal users on a regular basis. There are two types of reports: three-character MOS reports and skill level reports. Principle users of AOSP reports are kept informed of the nature and content of available report formats. Paragraph 3-8 provides information on supplemental publications pertaining to this system.

3-3. Request for AOSP reports. *a.* Standard reports are automatically distributed to selected major users.

b. Requests from Army Staff agencies and Army commands to be placed on or removed from the standard report distribution list will be transmitted through channels to HQDA (DAPC-MSP) 200 Stovall Street, Alexandria, VA 22332. Commanders will forward requests from subordinate elements when the data requested is not available elsewhere. Requests will be consolidated when possible. The Academy of Health Sciences; Army service schools, groups, institutes, and agencies subordinate to TRADOC; and commands subordinate to DARCOM may send requests directly to HQDA (DAPC-MSP) 200 Stovall Street, Alexandria, VA 22332. An information copy will be sent to Commander, TRADOC or DARCOM as appropriate.

c. Requests for AOSP special reports may be made telephonically, but must be followed by a written request sent in the same manner as requests for standard report distribution.

d. When a major user has specific information requirements which cannot be satisfied by AOSP

standard or special reports, these requirements should be discussed with AOSP personnel to determine if required information can be obtained through a special survey.

3-4. Special reports. AOSP special reports contain results for all item statements in a questionnaire booklet for the sampled population of an MOS or a specific portion of that sample. Special reports are prepared and distributed on request. The principal type is the Selected Criteria Report limited by an item or sequence of items appearing on the Background Information Summary (para 3-5). A frequently used special report is the Duty Position Report which is useful in comparing item statement responses in different duty positions within an MOS or of the same duty position in different MOS.

3-5. Background information summary. *a.* This report is produced from data contained in Background Information Section of the answer booklet. The report presents a summary of background information for personnel who completed a particular MOS questionnaire and permits users to select special reports. Following are typical data elements contained in the background information summary:

(1) Social security number. Lists of SSN do not appear in the biographic summary report. Special AOSP reports by SSN may not be requested. SSN data is used only for statistical analyses by MILPERCEN data analysts and to spot check accuracy of reported background information.

(2) Sex.

(3) Duty position title.

(4) Command.

(5) Location.

(6) Duty MOS.

(7) Pay grade.

(8) Pay grade authorized for actual duty position.

(9) Length of service.

(10) Total time in present duty position.

(11) Source of training for present duty MOS.

(12) Amount of time spent in non-MOS tasks.

(13) Number of people supervised.

(14) Highest level of education completed.

- (15) Current reenlistment plans.
- (16) Average total hours worked per week.
- (17) Total time in duty MOS.
- (18) Type of unit (MTOE, TDA, or JTD).

b. A Background Information Summary will be produced for each report produced in questionnaire order format.

3-6. Data reliability. *a.* The sampling error, or difference, between the AOSP sample survey result and the result which would be derived from surveying the entire MOS population using the AOSP questionnaire booklet as the measuring instrument, is referred to as the reliability of the sample result. AOSP sampling, which follows a proportionate stratified sampling plan, provides for survey sample sizes which will yield results with a precision (or reliability) of plus or minus 5 percent for a response rate (percent performing) of 50 percent at the three-character MOS and skill levels.

b. AOSP users who anticipate need for data reliability of plus or minus 5 percent for populations other than three-character MOS or skill level should make their requirements known to HQDA (DAPC-MSP) to permit appropriate adjustment of sample sizes.

c. The nonsampling error, primarily introduced by questionnaire design, response errors, and data

reduction procedures is controlled by the following:

(1) Close coordination of questionnaire item statements with all interested agencies and activities.

(2) Pretesting of questionnaire booklets by qualified MOS incumbents.

(3) Prescanning of blank answer booklets to eliminate errors which might be caused by the quality of paper or the printing.

(4) Daily operational checks of the optical scanner itself to ensure reliability of machine performance.

(5) A quality control program in data reduction, involving both manual and computer-assisted checks.

3-7. Supplemental publications. The following material which may be requested by writing HQDA (DAPC-MSP), have been designed to aid the AOSP user and/or questionnaire item writer.

a. AOSP. CODAP user's information guide. Provides the user with a detailed description of the CODAP report formats and a general discussion of the statistical foundation upon which they are based.

b. AOSP guidelines for preparing questionnaire item submissions. Provides a detailed methodology for development of duty/task lists.

CHAPTER 4

FIELD SPONSORED AND NON-ARMY OCCUPATIONAL SURVEYS

4-1. General. This chapter pertains to occupational surveys conducted among Army personnel (military and civilian), including Army retirees, except those conducted or approved by—

- a. OASD(MRA&L).
- b. ODCSPER Research Office, including the US Army Research Institute for the Behavioral and Social Sciences.
- c. US General Accounting Office.
- d. Commanders who conduct occupational surveys among members of their own commands including surveys conducted by Chief, National Guard Bureau and Chief, Army Reserve (however, technical advisory service (para 4-3a(2)) is available).

e. US Civil Service Commission; DA Director of Civilian Personnel, ODCSPER; and civilian personnel officers of commands and field activities who conduct manpower utilization surveys (according to AR 5-4) and review and evaluate civilian personnel management programs, practices, and training.

4-2. Policy. a. Survey sample design, questionnaire or inventory design, field collection methods, automated processing techniques, and analytical procedures will conform to accepted social science survey and statistical standards.

b. Survey design, content, and administration will respect the personal rights and privacy of persons selected as respondents, and will avoid offensive or degrading topics.

c. Occupational surveys will be contracted only when Army survey resources are unavailable or survey methodologies are unsuitable.

4-3. Responsibilities. a. The Commanding General, MILPERCEN, will—

- (1) Provide DA points of contact on occupational survey management.
- (2) Provide technical advisory service to Army Staff agencies and field commands in planning, developing, and analyzing occupational surveys.
- (3) Authorize occupational surveys conducted among Army personnel (military and

civilian), independent of MILPERCEN programs, to ensure sufficient technical survey content, sample design, analysis plan, and overall methodology.

b. HQDA Staff agencies and their field operating elements, MACOMs, and field commands or installations and their satellite units will—

- (1) Assist in data collection associated with DA approved occupational surveys.
- (2) Ensure that authorized occupational surveys are conducted within the command.
- (3) Make appropriate use of occupational survey data, and implement findings and conclusions, when appropriate.
- (4) Request HQDA (MILPERCEN) to review and approve occupational surveys.

(5) Inform MILPERCEN (DAPC-MSP-S) of occupational surveys conducted within the command which do not require MILPERCEN approval. Upon request, furnish a copy of the survey methodology, instrument, and reports of findings.

(6) Report to MILPERCEN (DAPC-MSP-S) any unauthorized to place an occupational survey believed to be unauthorized in a hold status pending receipt of instructions from MILPERCEN. MILPERCEN will be notified of the unauthorized occupational survey by the quickest means available, then forward a copy of the survey instrument through command channels.

4-4. Field sponsored occupational surveys. a. Requests for approval of field sponsored occupational surveys will be prepared in the format shown in figure 4-1. Requests will be evaluated by MILPERCEN (DAPC-MSP-S) for—

- (1) Necessity and compliance with policies in this regulation.
- (2) Technical sufficiency of the sample, instrument, and analysis.
- (3) Availability of resources.

b. Proponents must obtain a requirement control symbol (RCS) from their agency when requested by MILPERCEN (DAPC-MSP-S).

c. Requests for trend data will be approved only when sufficient time has passed to warrant its collection.

d. A field sponsored occupational survey will be approved only after it has been determined that—

(1) Information needed for research or management purposes cannot be obtained through other programs or does not exist in other forms.

(2) The passage of time or occurrence of events has caused previously collected information to become suspect in terms of accuracy or completeness.

(3) Other programs, such as the Attitudes and Opinion Survey Program (AR 600-46), cannot be adapted to provide required information.

(4) The need for information warrants the expenditure of resources associated with survey development, administration, and analysis.

(5) The occupational survey is designed to produce reliable and valid information while imposing minimum burden on respondents and supporting organizations.

(6) Justification is furnished to support the need for all questions in the survey.

e. Every occupational survey proponent will prepare a Report of Survey Findings as shown in figure 4-2. This report must be forwarded to MILPERCEN (DAPC-MSP-S) no later than 4 weeks after receipt of survey data or data reduction.

f. HQDA authorization of all approved occupational surveys will be indicated by a survey control number (SCN). The SCN will be on the first page of the instrument in the following format: SCN: DAPC-MSP-S-78-00. The series will change each calendar year.

4-5. Non-Army occupational surveys. a. *Approval.*

(1) Occupational surveys of Army personnel, requested by private sponsors outside

the Federal Government or by Federal Government agencies, other than the Department of the Army, will be forwarded to CG MILPERCEN for HQDA approval. Requests will be prepared in the format shown in figure 4-1, and submitted to HQDA (DAPC-MSP-S).

(2) Survey approval depends on—

(a) Compliance with policies in this regulation.

(b) Compliance with security requirements with respect to the handling and use of collected data, if classified information is involved.

(c) Feasibility of providing the requested assistance without causing interference with the Army's mission, or duplication of similar current or completed projects.

(d) Agreement by the sponsor to reimburse DA for costs arising from administering the survey.

(e) Army's clear and direct interest in the survey results.

(f) The protection of Army personnel from an unwarranted invasion of privacy.

(g) The probability of generating too large a number of requests by individuals or organizations having equally valid claim to survey Army personnel.

(h) The determination that approval will not give official sanction, special assistance, or privileges that will benefit an individual or organization.

b. *Non-Army occupational surveys mailed to private addresses.*

(1) Army personnel responses to private surveys addressed to them as individuals without official Army participation will not be encouraged nor discouraged.

(2) Responses will not be based on classified information or information derived from performance of official duties, if unavailable to the public.

(3) Responses will not be considered as official Army policy on matters discussed.

1. Title of occupational survey:
2. Name of sponsoring organization or office:
3. Name(s), title(s), mailing address(es), telephone number(s) of senior project officer, and persons who can answer questions about the survey:
4. Justification for occupational survey request: (Description of the expected interaction of the major variables, reason why data are needed and how data will be used.)
5. Background research: (Description of the planning, coordination, and staffing of the occupational survey. Include any applicable military or civilian references.)
6. Target population: (Description and size of total population and any subgroups to be used in analysis.)
7. Sample: (Description and size of sample and any subgroups to be used in analysis, type of sample, selection procedures and rationale, degree of over-sampling for nonresponse.)
8. Method of data analysis: (Manner of data processing, plan of statistical analysis, statistical procedures to be used, and justification for each.)
9. Draft of the occupational survey instrument, letters of instruction to respondents, and privacy act statement (if applicable).
10. Administration procedures: (Method of data collection (e.g., mail or personal interview) and justification; estimated frequency and duration, command effort required; time required for respondent to complete the survey; schedule of events to include expected date of administration; estimated time for data processing and analysis.)
11. Distribution: (Include intended distribution of instrument and survey results, authority for MILPERCEN to release information resulting from data analysis or to release copies of the report results, if applicable.)

Figure 4-1. Format for requesting occupational survey review and approval.

REPORT OF OCCUPATIONAL SURVEY FINDINGS,

RCS:_____ **SCN:**_____

TITLE:

PURPOSE:

DATE ADMINISTERED:

SIGNIFICANT RESULTS/CONCLUSIONS: (Include appropriate backup data for those results you are reporting.)

ACTIONS TAKEN/PROPOSED:

STATUS OF ACTIONS:

AUTHORITY FOR RELEASE OF DATA:

- Authority to release data to any requestor/media is granted.
- Authority to release data to requestors/media other than those specified below is granted. Reasons for exclusions are outlined below.
- Authority to release data to anyone is not granted for reasons specified below.

(Signature Block)

Figure 4-2. Format for reporting occupational survey findings.

7 November 1977

AR 611-3

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSP) 200 Stovall Street Alexandria, VA 22332.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed with one copy to each DA Form 12-9A account having requirements for AR, Personnel Selection & Classification.

Active Army: A

ARNG: D

USAR: D

S/S chg 1 Dec 78

ARMY REGULATION }
No. 611-3

CR1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 7 November 1977

PERSONNEL SELECTION AND CLASSIFICATION
ARMY OCCUPATIONAL SURVEY PROGRAM (AOSP)

Effective 1 January 1978

This revision changes the name of the Military Occupational Data Bank (MODB) to the Army Occupational Survey Program (AOSP) and changes questionnaire administration procedures due to separate Questionnaire Booklets, a new standardized Answer Booklet used for all MOS surveys, and the modification of questionnaire format to include a new Job Satisfaction Section. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-MSP), 200 Stovall Street, Alexandria, VA 22332; other commands will furnish one copy to the next higher headquarters.

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~~This regulation supersedes AR 611-3, 4 September 1974, including all changes.~~